

REPORTS INVENTORY						CONTROL NO. DDS/OL/PD-9	
PREPARE IN DUPLICATE							
1. TITLE OF REPORT (if a fill-in report include Form No.)						2. TYPE OF REPORT	
Report of Payments to be Withheld						STATISTICAL	
						XX NARRATIVE	
						MACHINE-NAME LISTING	
3. FUNCTIONAL AREA		PERSONNEL		TRAINING		ADMIN. GENERAL	
XX LOGISTICS				SECURITY		OTHER (specify)	
		MEDICAL		FINANCE			
4. NO. OF COPIES PREPARED		5. FREQUENCY (weekly, monthly, quarterly, etc.)				6. DISTRIBUTION (No. of components not number of copies)	
Orig & 1		Monthly				1	
7. FORMAT (memorandum, form computer print-out, etc)		8. ADP PROCESSING				9. DIRECTIVE AUTHORITY REQUIRING REPORT	
Typed memo		XX YES		IF YES GIVE ADP PROCESSING NO.		Memorandum of understanding between OL and OF dtd 3/1/68	
10. PREPARING COMPONENT (include lowest level contributing information to report)				11. FEEDER REPORTS (State total number and identify by Title, Form No., or nomenclature. Attach separate sheet if necessary.)			
OL/PD/CAS				None			
12. COST FACTORS							
A. MANUAL PREPARATION AND REVIEW COSTS							
GRADE	HOURLY RATE	X	HOURS PER REPORT	=	COST PER REPORT	X	TIMES PREPARED = COST PER YEAR
GS-5	3.57		1/6 hr.		.60		12 7.20
GS-14	10.07		1/12 hr.		.84		12 10.03
B. COSTS OF COMPUTER PRODUCED REPORTS							
TOTAL COSTS PER YEAR						17.23	
13. COMPLETE DETAILED JUSTIFICATION FOR THIS REPORT (in addition to directive or authority cited in item 9). IF KNOWN, INCLUDE DATE REPORT WAS FIRST STARTED AND COMPONENT WHO ESTABLISHED REQUIREMENT.							
(see No. 9)							
14. FUTURE GOALS							
GOAL PROPOSED BY COMPONENT FOR THIS REPORT						ESTIMATED SAVINGS	
X RETAIN AS IS						MAN-HOURS	
CHANGE						DOLLARS	
DISCONTINUE							
16. DATE OF INVENTORY		17. NAME AND TITLE OF PERSON FURNISHING INFORMATION				18. EXTENSION	
22 Sept. 1970		Approved For Release 2006/11/13 : CIA-RDP75-00399R000100130157-0					

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